

EXECUTIVE DIRECTOR

The Executive Director is the managing leader of Squamish Helping Hands Society. The Executive Director holds the vision for the organization along with the Board of Directors and will have overall strategic and operational responsibility - overseeing the administration, programs implementation and strategic direction of the organization. Other key duties include fundraising, communications & marketing oversight, financial oversight, operations, and community outreach. The executive director reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with the board to fulfill the mission of the organization

- Responsible for leading SHHS in a manner that supports and guides the organization's mission and vision as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function with a high level of accuracy thus allowing them to make informed decisions.
- Responsible for supporting and actively engaging the Board of Directors in strategic planning, committee work, fund development and advocacy.

Financial Performance & Viability: Develops resources sufficient to ensure the financial health of the organization

- Responsible for fundraising and developing the revenues necessary to support SHHS' mission.
- Responsible for the fiscal integrity of SHHS, to include submission to the Board a proposed annual budget as well as monthly financial statements, which accurately reflect the current condition of the organization.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is realized, and that strategic planning is in alignment with the vision.

- Deepen and refine all aspects of communications – from web presence to external relations with the goal of enhancing SHHS' support by being active and visible in the community and by working closely with other professional, civic and private agencies.
- Ensure local, provincial, and federal partnerships continue to be healthy and collaborative
- Evaluate the sustainability and viability of the strategic plan through operations and programming lens
- Make recommendations for change and/or course correction based on the evaluation data and the front-line experience.

Operations and Programming: Oversees and ensures appropriate resources for full operations

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of SHHS' operations.
- Responsible for signing all agreements, contracts and other instruments made and entered into and on behalf of the organization.

- Responsible for leading, coaching, developing and retaining the organization's high-performance senior management team and creating an excellent work environment.

Fundraising and Communications

- Expand local revenue generating and fundraising activities to support existing program operations Deepen and refine all aspects of the communications – from web presence to external relations – with the goal of creating solid brand and easy access to services

JOB RESPONSIBILITIES:

- Report and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with Leadership Team and staff.
- Strategic Planning and implementation – recognizing several levels of engagement – Board, Leadership & staff.
- Planning and operation of annual budget in consultation with Finance Committee, lead finance staff.
- Serve as SHHS's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations/agencies and utilize those relationships to strategically enhance SHHS's vision and mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee organization Board and Committee meetings.
- Establish employment and administrative policies and procedures for all functions and day to day operation of the organization.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS / SKILLS:

- Transparent and high integrity leadership.
- Experience and skill working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to Board, staff, volunteers, and donors.
- Ability to effectively communicate the organization's mission/vision to donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate internally and externally - local government, other agencies etc.
- Excellent organizational skills including planning, delegating, program development and task facilitation.
- Demonstrated understanding of Social Justice issues and the impact on vulnerable sector
- Demonstrated competency around theories of practice – Trauma Informed, Housing First, Harm Reduction, Capacity Building approaches

- Demonstrated ability to collaborate internally and externally – with local government, other agencies etc. as well as within the organization
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies etc.
- Demonstrated ability to inspire and lead a varied and dynamic workforce including staff, volunteers, and participants
- Demonstrated ability to generate new revenue streams and improve financial position
- Active fundraising experience including excellent Donor Relations skills and understanding of the funding community.
- Strong financial management skills including budget prep, analysis, decision making and reporting.
- Demonstrated ability to fulfill contractual obligations – to completion.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

EDUCATION, EXPERIENCE:

- Bachelor's degree in related field, Business degree also considered an asset
- Formal training in business, finance, enterprise, community engagement highly valued
- Experience in HR, Communications, also highly valued
- Eight or more years senior non-profit management experience.
- Five or more years working with vulnerable populations.
- Five plus years working in Mental Health and Addictions.
- Preferred experience - working with BC Housing and/or other major funders
- Demonstrated ability to effectively cultivate, manage, and lead high performance teams